



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

March 7, 2023

Gina Debelak  
Alger Marquette Community Action Board  
1125 Commerce Drive  
Marquette, MI 49855

RE: License #: DC520383246  
**Phelps Early Childhood Center**  
**700 E North Street**  
**Ishpeming, MI 49849**

Dear Ms. Debelak:

Attached is your renewal inspection report. You can find a copy of this renewal inspection report and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when renewal inspection reports are completed can be found under [Overview of Licensing Reports](#).

During the renewal inspection on 3/2/2023, I found *four* violations. The violations are listed below and explained in the attached report:

- R 400.8143(1): Children's records.
- R 400.8161(7): Emergency procedures.
- R 400.8380(1): Maintenance of premises.
- R 400.8380(): Maintenance of premises.

Due to the violations, you must send us a corrective action plan by 3/27/2023. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.

- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the office at (517) 284-9730.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,

*Michelle A. Marenger*

Michelle A. Marenger, Licensing Consultant  
 Child Care Licensing Bureau  
 611 W. Ottawa Street  
 P.O. Box 30664  
 Lansing, MI 48909  
 (906) 290-2618

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC520383246
<b>Licensee Name:</b>	Alger Marquette Community Action Board
<b>Licensee Address:</b>	1125 Commerce Drive Marquette, MI 49855
<b>Licensee Telephone #:</b>	(906) 228-6522
<b>Licensee/Designee:</b>	Gina Debelak, Designee
<b>Name of Facility:</b>	Phelps Early Childhood Center
<b>Facility Address:</b>	700 E North Street Ishpeming, MI 49849
<b>Facility Telephone #:</b>	(906) 228-6522
<b>Original Issuance Date:</b>	09/13/2016
<b>Capacity:</b>	60
<b>Age Range:</b>	Ages 2 years 6 months Thru 6 years
<b>Program Components:</b>	GSRP PRESCHOOL

**II. METHODS OF INSPECTION**

Date of On-Site Inspection: 3/02/2023  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: 8/10/21  
 Date of Lead Hazard Risk Assessment, if applicable: 3/31/17  
 Date of Documentation of Playground Compliance, if applicable: N/A

	No. of Records Reviewed	
No. of children enrolled in care	71	10
No. of staff employed	11	11
No. of volunteers	0	0
No. of children present at time of inspection	39	
No. of staff present at time of inspection	9	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	39	
Persons Interviewed:		
Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Rooms 1, 2 and 3 and the gym  
 Approved Program Director: Addy Lemire  
 Approved Central Administrator: none  
 Approved Variances: none  
 Key Indicator Inspection: no

**III. DESCRIPTION OF FINDINGS & CONCLUSIONS**

This renewal inspection involved a review of all applicable child care center administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the center’s records, including staff records and children’s records. Staff records include background checks and training information. Children’s records include child information cards, physical examination dates, and immunizations.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

**R 400.8143                      Children's records.**

**(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by**

**the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.**

Of the ten child information cards reviewed, five of them were missing some of the following information:

- Telephone number of mother's place of employment (4)
- Place of father's employment (2)
- Telephone number of father's place of employment (2)

**R 400.8161            Emergency procedures.**

**(7) A written log indicating the date and time of fire and tornado drills must be kept on file at the center.**

Five of the fire drills logged from the current school year did not include the time of day the drill was held.

**R 400.8380            Maintenance of premises.**

(1) The premises must be maintained in a clean and safe condition and must not pose a threat to health or safety.

In the PM only classroom, the cupboard under the hand washing sink is coming loose and is in need of repair.

**R 400.8380            Maintenance of premises.**

(3) Roofs, exterior walls, doors, skylights, and windows must be weathertight and watertight and kept in sound condition and good repair.

In the PM only classroom, the self-closure on the door leading to outside needs adjusting. The door does not close fully on its own.

**IV. RECOMMENDATION**

Renewal of this preschool center license is recommended upon receipt of an acceptable corrective action plan.

*Michelle A. Marenger*

3/7/23

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Michelle A. Marenger  
Licensing Consultant

Date